

Minutes of the Meeting of the Kimberly-Little Chute Public Library Board

August 17, 2010

The meeting was called to order at 4:30 p.m. by President Moes at the Gerard H. Van Hoof Library in Little Chute.

PRESENT: Sarah Dollevoet, Jim Hietpas, Jim Moes, Judy Stangel, Cyndi Vander Pas, Rose Vander Velden.

EXCUSED: Margi Fuller, Marcia Trentlage.

OTHERS PRESENT: Beth Carpenter, Jill Hasseler.

Vander Velden moved, seconded by Vander Pas, to approve the minutes of the July 20, 2010 meeting. Motion carried. Vander Pas moved, seconded by Dollevoet, to approve the invoices for July, 2010. Motion carried. The July 2010 financial and statistics reports were discussed.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Carpenter presented the 2011 library budget. Discussion followed. Stangel moved, seconded by Dollevoet, to approve the 2011 budget as presented. Motion carried.

Two laptops are ready for in-library circulation at Little Chute and two are being prepared for Kimberly. A new Laptop Lending Policy and Agreement were presented to guide the use of the laptops by the public. Carpenter mentioned that adjustments may need to be made to the policies once the laptops are in use and we see how and who is wanting to use them. Discussion followed. Vander Velden moved, seconded by Hietpas, to approve the Laptop Lending Policy and Agreement. Motion carried.

Carpenter presented updated policies for Internet Use and Wireless Use. Discussion followed. Moes moved, seconded by Dollevoet, to approve the Internet Use Policy. Motion carried. Stangel moved, seconded by Vander Velden, to approve the Wireless Use Policy. Motion carried.

No additional items were offered for the agenda for the September meeting of the Library Board, but it was noted that Carpenter should meet with the village administrators to create a plan for getting the joint library agreement into compliance with state statutes.

DIRECTOR'S REPORT

Carpenter reported on regular staff meetings. Laura Jandacek from OWLS attended the July staff meeting to provide expertise and assistance with the circulation software, and the August meeting will cover the new policies and procedures related to circulating laptops in the library. The laptop procedures will need to be tested by staff for a couple of weeks before going live with the public. It is hoped that they will be circulating at both locations by mid-September.

A computer purchasing/replacement plan has been implemented which covers the next 5 years of library needs. The plan for 2010 has been completed with the installation of 8 new computers. Spine label printers have been installed at both locations. The use of these printers will greatly simplify processing steps and should save staff time and processing materials costs. The processing workflow will be examined in September to eliminate unnecessary steps and streamline the process for staff. A DVD repair machine has been purchased and has already been put to use. Damaged materials will be repaired, and the collection will be checked for cleaning and repair needs.

The Friends of the Library (FOLKS) met on August 6th. FOLKS approved committing a minimum of \$1200 for adult programming for 2011 and volunteers to assist with the programs. They also approved up to \$1200 for the purchase of a portable PA system to be used for programs, movie showings, and other special events. Their next 3rd Thursday program will take place on October 21st with Chad Lewis speaking about the paranormal. The next FOLKS meeting will take place on Friday, November 12th.

Carpenter provided updates on centennial events and projects, including programs in August with author Jason Weber, the Centennial Memory Project blog and interviews, and the September 11th parade.

Carpenter continues to attend monthly village board meetings in both Kimberly and Little Chute. Reports were recently provided on the age of the collection in Kimberly along with the challenge of being a net borrower, budget needs for collections, and homeschoolers' support of the library. Carpenter attended a meeting of Outagamie Waupaca Library System (OWLS) library directors on August 13th, which was a good opportunity to learn from what the other member libraries are doing and struggling with, as well as a chance to share what our library has been up to. Carpenter shared concerns about her workload and limitations of staffing and the budget.

YOUTH SERVICES REPORT

Hasseler shared a brochure listing youth events coming up in September and October. The library will be starting an ongoing program with Compassionate Canines at the Little Chute Library, where children can come in and read to therapy dogs. The program will start in Little Chute and will expand to Kimberly if there is high demand. Talk Like A Pirate Day will take place the same day as the next board meeting – the board was encouraged to attend. Our first Family Movie Night was very successful with 65 people in attendance. More movie events are being planned, along with showings during school breaks. The YMCA day camp has been visiting the Kimberly Library every other week, so kids can find materials and read in the library. The program has been successful this summer.

Hietpas moved, seconded by Vander Velden, to adjourn the meeting at 5:31 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary